

Toolkit Task Guide #54 Displaying and Docking Toolbars in ArcMap 10.0

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Abstract

ArcMap 10.0 offers many options to customize the display based on user preferences. This document shows how to move and dock toolbars, how to locate the Customer Service Toolkit (Toolkit) Toolbar, and how to autohide dockable windows, such as Table of Contents.

Instructions

Toolbars and dockable windows can be moved by dragging them to the desired location. They can either float on the desktop or dock along the outer edges of the ArcMap window.

Moving a Floating Toolbar



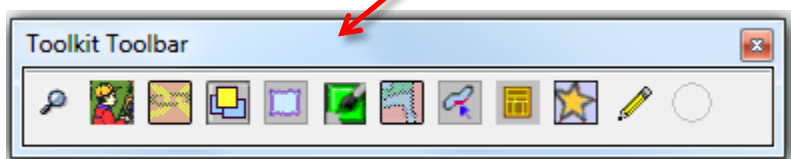
Place your cursor over the shaded area at the top of the toolbar, then left-click and drag to move the toolbar to the desired location. *The **Tools** toolbar can no longer be docked to the right of the Table of Contents. You can dock the toolbar at the top or the left edge of your ArcMap window (left of the Table of Contents).*

Moving a Docked Toolbar



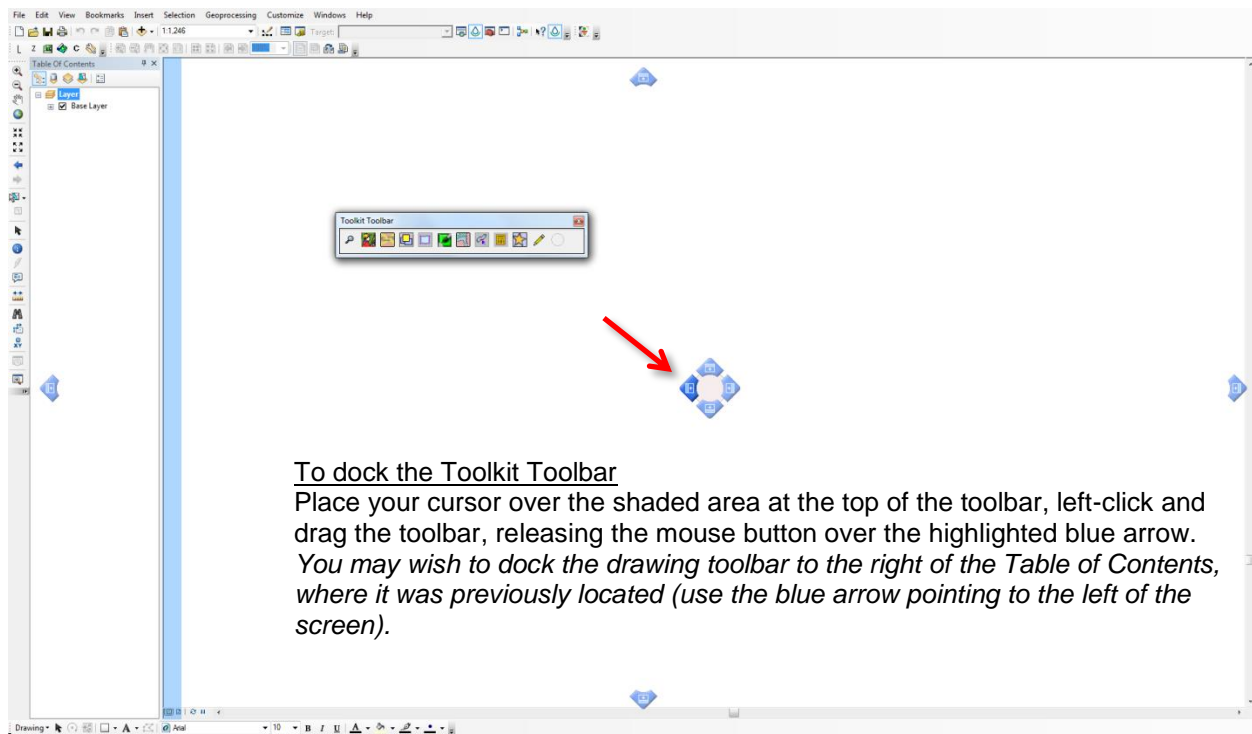
Place your cursor over the dots at the left edge of the toolbar (for a vertical toolbar, these dots will be at the top), when the cursor changes to a multi-directional arrow (↕), click and drag the toolbar to the desired location. *You may wish to dock the **Drawing** toolbar at the lower left corner of the window, where it was located in ArcMap 9.2.*

The Toolkit Toolbar



If the **Toolkit Toolbar** is not visible, click the Toolkit raindrop icon to display the toolbar .

To move a docked window to a new location, drag the title bar. When you do this, blue targets appear showing the different locations where the window can be docked. Drop the window onto the target of your choice to dock it at that location in the display. Pause over a target to get a preview of where the window will be located. If you want the window to float over the display instead of being docked, do not drop it onto one of the blue targets.



Using Autohide

The pin icon, found on every dockable window, lets you unpin the window to autohide. When autohide is on, the window will be shown as a tab at the edge of the display. Hover over or click the tab to expand the window. Click the pin again to dock the window and turn off autohide.

